

## Revising Student Data Previously Submitted to the DOE

### Instructions

1. Print a “[Revising Student Census Data](#)” form.
2. Indicate your school name, the school year for which you are revising data, and whether you are requesting changes to be made to the fall census, the spring update or both. Please note that we will only make changes to the census indicated on the form. If you wish to have the data changed for multiple school years or collections it must be indicated on the form.
3. Enter information that will allow us to identify the student including the Vermont Student ID number, last name, first name and date of birth. All of these pieces of information are required for us to properly identify the student record.
4. Provide the field information that needs to be changed including
  - a. Field Name
  - b. The data previously reported
  - c. The corrected data
5. If you have any question about the proper values for a particular field please look at the [code set sheet](#).
6. Finally, provide contact information in case we have questions about your request. We ask for a name, phone number and fax number.
7. You will need to fill out one of these forms for each student record that needs to be revised.

**Questions?** Call (802) 828-3777

## Revising Student Census Data Form

Use this form to make changes to the data in the Fall and/or Spring Student Census. If you need to change data other than the data contained in the Student Census, do not use this form. Complete all information.

**NOTE: If data changes need to be made in multiple Student Census collections you must notify us to this, otherwise we will only change the data for the year and census indicated below.**

**Enrolling School** \_\_\_\_\_

**For School Year** \_\_\_\_\_ - \_\_\_\_\_ **Fall?** \_\_\_\_\_ **Spring?** \_\_\_\_\_

**Student ID Number** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**First Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Please indicate fields to be changed:**

***Field Name:***                      ***Previous Data:***                      ***Please Update to:***


**Contact Information for these revisions:**

***Name:*** \_\_\_\_\_

***Phone:*** \_\_\_\_\_ ***Fax:*** \_\_\_\_\_

**Please return to:**

IT Team: Data Management & Analysis  
120 State Street  
Montpelier, VT 05620-2501  
(802) 828-3777 (Phone) (802) 828-1444 (Fax)

**Questions? Call (802) 828-3777**

## Code Sets for Student Census Revisions

Code	Entry Type Description
01	Transfer from public school in VT
02	Transfer from an independent school in VT
03	Transfer from a school in different state/country
04	Transfer from an institution
05	Transfer from home study
06	Matriculation from another school
07	Re-entry after withdrawal
08	Original entry in to a US school
09	Original entry in to a US school from a foreign country with no interruption in schooling
10	Original entry in to a US school from a foreign country with interruption in schooling

Code	Exit Type Description
01	Transfer to a public school in VT
02	Transfer to a VT public school under Act 150
03	Transfer to an independent school in VT
04	Transfer to a school in a diff state/country
05	Transfer to an Institution
06	Transfer to home study
07	Matriculation to another school
08	Graduated with regular diploma
09	Completed school with other credentials
10	Completed high school equivalency. (e.g., GED)
11	Death
12	Illness
14	Discontinued schooling
15	Absence/Status Unknown
16	Moved, not known to be continuing
18	Transfer to GED, NOT operated by VT s.d.
19	Transfer to college program

Code	Funding Source Description
01	Operating School District
02	Other VT School District
03	Non-VT School District
04	VT State Agency
05	Agency of Another State
06	Federal Agency
07	Private Funding
08	Employee Benefit
09	Sponsored by Operating District
98	Other

Code	Admission Status Description
00	Student was never enrolled at this organization
01	Regular Student
02	Act 150 Student
03	Exchange Student
04	Home-study student taking academic credit
05	Home-study student participating in extra- or co-curricular activities only
06	Guest Student
07	Student is receiving services at this school, and enrolled in a different organization
08	Student is enrolled at this school, but receiving services in a different organization